



## MSI Safety Newsletter Period 7 2025 Edition

THIS PERIOD WE'RE FOCUSING ON TWO CRITICAL AREAS TO PROTECT BOTH OUR TEAM AND OUR CUSTOMERS. PROPER CASH HANDLING AND PROPER CREDIT CARD HANDLING. FOLLOWING THESE BEST PRACTICES HELPS PREVENT THEFT, FRAUD, AND COSTLY MISTAKES

### PROPER CASH HANDLING: PROTECT YOUR REGISTER & YOURSELF

Handling cash properly is essential to minimize risk, prevent loss, and ensure accuracy.

- **Count Cash in Private:** Always count cash in designated areas, away from customer view.
- **Limit Cash in Drawer:** Never allow excess cash to accumulate in the register. Perform safe drops as needed.
- **Verify Bills:** Use counterfeit detection pens or machines to check large bills (\$20, \$50, \$100). Deposit large bills into the safe's bill acceptor for additional verification.
- **Secure Safe Drops:** Complete safe drops promptly and correctly. Never share safe codes with unauthorized individuals.
- **Stay Focused:** Minimize distractions when handling cash to avoid errors and stay aware of your surroundings.
- **Report Discrepancies Immediately:** Notify management right away if you identify any cash shortages or overages.



### PROPER CREDIT CARD HANDLING: PREVENT FRAUD & PROTECT DATA

Credit card security is vital to protecting customer information and preventing fraud. With summer approaching, it's essential to maintain proper outdoor lighting to ensure safety. Well-lit areas discourage criminal activity and help team members feel secure. Here are some tips to keep lighting effective:



- **Never Write Down Card Numbers:** This is strictly against policy and puts sensitive data at risk.
- **Lost or Left Cards:** Store securely and destroy after 3 days if unclaimed.
- **Check for Card Tampering:** Regularly inspect card readers to ensure they haven't been altered or tampered with.
- **Use Chip or Tap When Possible:** These methods offer greater security than swiping.
- **Be Alert for Suspicious Behavior:** Watch for signs of fraud, such as multiple declined cards or customers rushing transactions.
- **Follow PCI Compliance:** Always adhere to company guidelines and Payment Card Industry (PCI) standards.

Financial safety is just as important as food safety! Your attention to detail protects our guests, your team, and the business.

Thank you for making safety a priority every day!

**STAY SAFE, STAY SMART**